User Services Advisory Committee
Friday, January 9, 2015
1:30 – 2:30 pm

Present:  Susie Duncan; Susan Schnuer (minutes-taker); Sue Searing (chair); Mara Thacker
Invited guest:  Lindy Wheatley
Absent:  Jim Dohl; Joe Lenkart; Megan Mahoney; Jenny Taylor; Lynn Rudasill (ex-officio)

Agenda:  To discuss GREAT posters; Services response to disasters in the library; Reflections on the Library retreat.  Sue said that GREAT and disaster management are the two semester priorities for USAC.

1. GREAT Posters
   Lindy Wheatley from the Mortenson Center had created two draft posters for the GREAT standards geared towards library users and staff. The committee reviewed the posters and made suggestions on wording, color, font, and other changes. Lindy will work on a revised draft for review. Lindy is also going to add the block I, date, and committee attribution to the next set of posters. The committee recommended one poster to be printed as half-sheet and posted at service desks in the library.

   The committee discussed also making a PowerPoint for the digital signage in the library, Lindy said that she would check on specs for digital signage. Sue Searing will share the final posters with Staff Development and Training Committee so that they can brand their training materials with the same design. She will also share the design with Human Resources in case they want to use the design on give-away materials. Once the final version has been approved Sue Searing will have copies made.

   The posters will be distributed right before the training is offered.

2. Disaster Management
   Sue Searing distributed a spreadsheet with all the possible disaster scenarios. They have guided her early thinking on how Services might prepare for bringing up services after a library disaster. Sue is seeking clarification about the role and responsibilities of the User Services office. In particular she wants to address communication, the goal for setting up services after a disaster, identification of service points that should available first after a disaster, and highest service priorities for her office.
After some discussion the committee agreed to invite Jennifer Teper, Miriam Sentano, and Jim Dohle to the next meeting to discuss roles and responsibilities of the Services Office during and after a disaster.

3. **Library Retreat**
   Committee members spent some time reflecting on the Library Retreat, commenting on what had been well received, and appreciating the work that had gone into planning the event.